

Agenda for the Planetary Science Technology Review Meeting

Date: December 7-8, 2010

Location: Boston University CAS Building, Room 500

725 Commonwealth Ave.

Expected Attendees: panel, advisors, and support

Monday, December 6

7:00 Dinner (Meet at Gryphon House)

Tuesday, December 7

8:30	Welcome, introductory comments, meeting goals, Charter review	Tibor Kremic
9:00	Approach to recommendations (issue based vs stand alone or ?)	Kremic
9:30	Suggestion "spreadsheet" walkthrough / review	Kremic
10:30	Break	
10:45	Continued spreadsheet walkthrough	Kremic
12:00	Lunch	All
1:00	Continued spreadsheet walkthrough	Kremic
2:45	Break	
3:00	Other issues to address / review Charter again	All
4:30	What are we missing? What do we still need to do?	All
5:00	Adjourn for Dinner	(Location TBD)

Wednesday, December 8

8:00	Welcome and Other Administrative duties	Tibor Kremic
8:15	Conclude discussion of suggestions	All
9:30	Discuss communication strategy with stakeholders and next steps	All
10:00	Break	
10:15	Review of IEEE paper content	Singleton
10:45	Review of PM Challenge presentation	Perry
11:10	Review IEEE panel goals and approach	Beauchamp
11:30	Discuss writing assignments actions, next steps, and possible next meeting	All
12:00	Lunch	
	Note: Move to Room ????	Panel Members
1:00	Generate draft recommendations	Panel members
2:45	Break	
3:00	Continue with draft recommendations	Panel Members
4:30	Summary and Adjourn	

Any questions or comments can be addressed to Tibor Kremic (Tibor.Kremic@nasa.gov or via mobile phone @ 216.337.5155)